



# Local Food Promotion Program

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*Fiscal Year 2014 Request for Applications*

*Funding Opportunity Number:* USDA-AMS-LFPP-2014

**Application Due Date:** June 20, 2014

## **Program Solicitation Information**

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**Funding Opportunity Title:** 2014 Local Food Promotion Program Grant

**Funding Opportunity Number:** USDA-AMS-LFPP-2014

**Announcement Type:** Initial

**Catalog of Federal Domestic Assistance (CFDA) Number:** 10.172

**Dates:** Applications must be received on or before June 20, 2014 (11:59 p.m. Eastern Time) through [www.Grants.gov](http://www.Grants.gov). Applications received after this deadline will not be considered for funding.

### **Executive Summary:**

The Agricultural Marketing Service (AMS) has announced the availability of approximately \$15 million in competitive grant funds in fiscal year (FY) 2014 to be awarded through the Local Food Promotion Program (LFPP). The grant enables eligible entities to plan or implement project(s) that assist in the development, improvement, and/or expansion of local and regional food business enterprise supply chain activities (activities that are not direct-to-consumer).

The minimum FY-2014 LFPP award per grant is \$5,000 and the maximum is \$100,000. An applicant is limited to no more than one grant in a grant-funding year. LFPP funding will be available for use beginning September 30, 2014. A 25% funding match is required.

This Announcement identifies the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for an LFPP grant. Throughout the document the term “recipient” is synonymous with the terms “awardee” and “grantee”, meaning the recipients of financial assistance/LFPP grant funds. Similarly, “subrecipient(s)” is equivalent to “subgrantees” and “subawardee”, defining financial assistance provided under the LFPP grant by a recipient to an eligible subrecipient.

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## 1.0 FUNDING OPPORTUNITY DESCRIPTION

### 1.1 PROGRAM AUTHORITY

The Local Food Promotion Program (LFPP) is a component of the Farmers Marketing and Local Food Promotion Program (FMLFPP), authorized by the Farmer-to-Consumer Direct Marketing Act of 1946 (FCDMA), as amended (7 U.S.C 3005).

## 2.0 AWARD INFORMATION

### 2.1 TYPE OF FEDERAL ASSISTANCE

LFPP will use a Grant Agreement to provide support to successful LFPP applications.

### 2.2 TYPE OF APPLICATIONS

**New application.** All applications will be reviewed competitively using the selection process and evaluation criteria described in [Section 5.0](#). Two types of project applications are accepted under LFPP: Planning Grants and Implementation Grants.

### 2.3 AVAILABLE FUNDING

Approximately \$15 million will be available to fund applications in fiscal year 2014.

### 2.4 AWARD SIZE/GRANT PERIOD DURATION/CONSECUTIVE GRANTS

#### LFPP Planning Grants

- A minimum of \$5,000 and a maximum of \$25,000 will be awarded for any one proposal.
- Grants must be completed within a 12 month period; extension will not exceed an additional 6 months.
- The grant period start date and end date are determined by the applicant and indicated on the SF-424 in entry #17. The grant period must begin no later than September 30, 2014, and end no later than September 29, 2015.
- LFPP planning grant recipients are eligible and encouraged to apply for an implementation grant the next grant funding year after 1) the planning project has been completed, 2) AMS has received and accepted all required documentation and reports for the planning grant, and 3) the recipient has received the LFPP close-out letter.
- Matching funds are required in the form of cash or an in-kind contribution in an amount equal to 25 percent of the total cost of the project. [See Section 4.2.4.](#)

## LFPP Implementation Grants

- A minimum of \$25,000 and a maximum of \$100,000 will be awarded for any one proposal.
- The grants must be completed within a 24 month grant period; extension will not exceed an additional 6 months.
- The grant period start date and end date are determined by the applicant and indicated on the SF-424 in entry #17. The grant period must begin no later than September 30, 2014, and end no later than September 29, 2016.
- LFPP implementation grant recipients are eligible to apply for future grants after 1) the implementation project has been completed, 2) AMS has received and accepted all required documentation and reports for that current grant, and 3) the recipient has received the AMS/LFPP close-out letter.
- Matching funds are required in the form of cash or an in-kind contribution in an amount equal to 25 percent of the total cost of the project. [See Section 4.2.4.](#)

An eligible entity can submit more than one application for competitive review. However, LFPP will award only one grant per eligible entity and project in a grant funding year.

## 2.5 LFPP PRIORITY AREA

Priority shall be given to projects that benefit communities located in areas of concentrated poverty with limited access to supermarkets. LFPP will award at least 10% of the total funding to these projects. In addition, projects that involve Promise Zone Lead Applicant Organizations as described in [Section 4.23](#) will receive priority consideration. All applications, whether requesting consideration under the priority area or not, will be given equal weight in the evaluation process. It is not a requirement that projects are implemented in the priority area.

Information for requesting consideration under the priority area, including details on the eligibility criteria and verification requirements, can be found in [Section 4.2.3](#).

## 3.0 ELIGIBILITY INFORMATION

### 3.1 ELIGIBLE GRANT USES AND DEFINITIONS

All requested Federal funds should be used toward planning or implementing project(s) designed to assist in the development, improvement, and/or expansion of **local and regional food business enterprises** that have the capacity to:

1. Increase domestic consumption of, and access to, locally and regionally produced agricultural products; and
2. Develop new market opportunities for farm and ranch operations serving local markets.

**Local or Regional Food Business Enterprise:** An organization or business entity that functions as an intermediary between producers (farmers or growers) and buyers by carrying out one or more local or regional food supply chain activities—including aggregating, storing, processing, and/or distributing locally or regionally produced food products—to meet local and regional market demand.

Examples include but are not limited to: food hubs, food aggregators, food distributors, food wholesalers, food processors, and other value-added production enterprises, such as shared-use kitchen or kitchen incubator operations.

LFPP recognizes that Local and Regional Food Business Enterprises may source food products outside of the defined locality or region. Requested Federal funds may only be used to build a business enterprise's capacity to develop, improve, and expand local or regional supply chain activities.

**Local or Regional Food:** A food product that is raised, produced, aggregated, stored, processed, and distributed in the locality or region where the final product is marketed to consumers, so that the total distance the product is transported is at most 400 miles from the origin of the product, or both the final market and the origin of the product are within the same State, territory, or tribal land.

**Two types of applications are accepted under LFPP:**

- LFPP Planning Grants: Used in the planning stages of establishing or expanding a local and regional food business enterprise. Activities can include but are not limited to market research, feasibility studies, and business planning.
- LFPP Implementation Grants: Used to establish a new local and regional food business enterprise, or to improve or expand an existing local or regional food business enterprise. Activities can include but are not limited to training and technical assistance for the business enterprise and/or for producers working with the business enterprise; outreach and marketing to buyers and consumers; working capital; and non-construction infrastructure improvements to business enterprise facilities or information technology systems.

**Projects are not eligible for LFPP funding if the proposed activities:**

- Are not related to local and regional food markets
- Benefit only one agricultural producer or individual

- Depend upon a critical component not in place at the time of application submission
- Depend upon the completion of another project or the receipt of another grant
- Duplicate activities in a project that has received an award from another Federal grant program.

## 3.2 ELIGIBLE APPLICANTS

All applicants shall be domestic entities owned, operated, and located within the 50 United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, and the Commonwealth of the Northern Mariana Islands.

Eligible entities include:

1. **Agricultural Businesses:** Business entities that provide, hold, deliver, transport, offer, or sell agricultural products or services.
2. **Agricultural Cooperatives:** Group-owned or member-owned entities or businesses that provide, offer, or sell agricultural products or services for the mutual benefit of their members.
3. **Producer Networks:** Producer group- or member-owned organizations or businesses that provide, offer, or sell agricultural products or services through a common distribution system for the mutual benefit of their members.
4. **Producer Associations:** Organizations or other businesses that assist, represent, or serve producers or producer networks.
5. **Community Supported Agriculture (CSA) Networks:** Formal groups of farms that work collectively to offer consumers regular (usually weekly) deliveries of locally-grown farm products during one or more harvest season(s) often on a subscription or membership basis. Customers have access to a selected share or range of farm products offered by the group of farmers based on partial or total advance payment of a subscription or membership fee.
6. **CSA Associations:** Organizations or other businesses that assist, serve, or represent CSAs or CSA networks.
7. **Local Governments:** Any unit of government within a State, including a county, borough, municipality, city, town, township, parish, local public authority, special district, school district, intrastate district, council of governments, or other instrumentalities of local government.
8. **Nonprofit Corporations:** Any organization or institution, including nonprofits with State or IRS 501(c) status and accredited institutions of higher education, where no part of the net earnings inure to the benefit any private shareholder or individual.

9. **Public Benefit Corporations:** Corporations organized to construct or operate a public improvement, the profits from which inure to the benefit of a State(s) or to the people thereof.
10. **Economic Development Corporations:** Organizations whose missions are to improve, maintain, develop and/or market or promote a specific geographic area.
11. **Regional Farmers Market Authorities:** Entities that establish and enforce regional, State, or county policies and jurisdiction over State, regional, or county farmers markets.
12. **Tribal Governments:** Governing bodies or a governmental agencies of any Indian tribe, band, nation, or other organized group or community (including any native village as defined in Section 3 of the Alaska Native Claims Settlement Act, 85 Stat. 688 (43 U.S.C. § 1602)) certified by the Secretary of the Interior as eligible for the special programs and services provided through the Bureau of Indian Affairs.

## 4.0 APPLICATION AND SUBMISSION INFORMATION

### 4.1 REQUESTING AN APPLICATION PACKAGE

The AMS LFPP posts a synopsis of each new funding opportunity at [Grants.gov](https://www.grants.gov). The LFPP may also include a link on the program website at <http://www.ams.usda.gov/LFPP>. In addition, the LFPP will send the funding opportunity announcement directly to each eligible applicant organization.

Forms SF-424, SF-424B are available via the Grants.gov website. The “LFPP Grant Narrative” form and the “LFPP Budget and Matching Request” form are mandatory and available along with step-by-step instructions for completion on the LFPP website at [www.ams.usda.gov/LFPP](http://www.ams.usda.gov/LFPP).

### 4.2 CONTENT AND FORM OF APPLICATION SUBMISSION

#### 4.2.1 SF-424 APPLICATION FOR FEDERAL ASSISTANCE

To be considered for funding, the Form SF-424 (Application for Federal Assistance) must be complete and have all the required documents attached.

Most information blocks on the required form are either self-explanatory or are adequately explained in the instructions. However, for LFPP applications, you must use the following supplemental instructions associated with specific blocks on form SF-424:

Block	Instruction
#1 Type of Submission	Check Application
#2 Type of Application	Check New
#4 and #5	Not applicable
# 8c Organizational DUNS	<a href="#">Obtaining a DUNS Number, A Guide for Federal Grant and Cooperative Agreement Applicants.</a>
#8d Address	Enter the organization street address. P.O. Boxes will not be accepted. Include a 9-digit zip code.
#10 Name of Federal Agency	AMS, USDA
#11 Catalog of Federal Domestic Assistance Number	Enter 10.172 – Local Food Promotion Program.
#12 Funding Opportunity Number	Enter USDA-AMS-LFPP-2014.
#13 Competition Identification Number	Not applicable
#14 Areas Affected by Project	Enter cities, counties, states affected by project
#15 Descriptive Title of Applicant’s Project	Provide a short description of the project.
#16a Congressional Districts for Applicant	Enter the Congressional district where your main office is located.
#16b Congressional Districts for Program/Project	Enter the Congressional district where your project will be implemented. Write “All” if the projects will be performed in more than one location.
#17 Proposed Project Start Date and End Date	Your grant period cannot be more than 1 year in length for planning projects and 2 years in length for implementation projects. Planning projects begin no earlier than September 30, 2014, and end no later than September 30, 2015. Implementation projects begin no earlier than September 30, 2014, and end no later than September 30, 2016.
#18 Estimated Funding	Federal =Total Local Food Promotion Program funds requested.
#19 Is Applicant Subject to Review by State Under Executive Order 12372 Process?	This initiative is subject to <a href="#">intergovernmental review.</a>

#### 4.2.2 SF-424B ASSURANCES FOR NON-CONSTRUCTION PROGRAMS

This required form must be signed by the authorized certifying official.

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### 4.2.3 PROJECT NARRATIVE

The required narrative portion of the project must be typed, single-sided, and not exceed 12 pages (Times New Roman font, 12 pt. pitch, single-spaced, 8.5x11 inch-paper). Supporting documents, such as letters of support and biographies/resumes of key personnel, do not count against the 12-page limit. Handwritten applications will be not accepted.

LFPP requires each applicant to prepare their narrative using the “[LFPP Grant Narrative](#)” form. This form and instructions are on the LFPP website: [www.ams.usda.gov/LFPP](http://www.ams.usda.gov/LFPP). All items in this section must be included in the narrative in the order indicated.

**Project Title:** The title must capture the primary focus of the project and match the title provided on Form SF-424.

**Organization Information:** Provide the organization name, contact name, mailing address, telephone, and fax number. Also provide the e-mail address for the person designated to answer questions about the application, financial information, and the proposed project budget.

**Primary Project Manager Information:** Provide the name, mailing address, telephone and fax number, and e-mail address for the person responsible for managing and/or overseeing the project.

**Grant Application Type:** Indicate the type of grant for consideration—planning or implementation. Individual applications may be submitted for either grant type, but will only be considered for one type of award.

**Requested LFPP Funds/Matching Funds:** Indicate the dollar amount (use whole dollar amounts, do not include cents) of Federal funds requested in the “Requested LFPP Funds,” and enter matching funds in the “Matching Funds” box. To be eligible for Federal funding, the applicant is required to provide matching funds in the form of cash or an in-kind contribution in an amount equal to 25 percent of the total cost of the project.

**Entity Type/Eligibility Statement:** Indicate the entity type of the applicant/organization. For definitions of each eligible entity, refer to [Section 3.2](#).

**Priority Consideration:** Answer “Yes” or “No” as to whether your application should be considered under the LFPP priority area. If “Yes”, the application must meet the low income and low food access criteria as defined by the USDA Economic Research Service’s [Food Access Research Atlas](http://www.ers.usda.gov/data-products/food-access-research-atlas/go-to-the-atlas.aspx) (<http://www.ers.usda.gov/data-products/food-access-research-atlas/go-to-the-atlas.aspx>), i.e., one of the four major map layers. Additionally, priority consideration will be given to high-scoring applications submitted by eligible applicants in partnership with [Promise Zone Lead Applicant Organizations](#). [Section 4.2.4](#) describes how to determine if your project qualifies for priority consideration.

**Executive Summary:** In no more than 200 words, provide a project description, goals to be accomplished, expected outcomes, and a timeframe for completing all activities.

**Background Statement:** Justify the conditions for the proposed project, and explain why the condition will not be improved absent the project leaving the need unmet. Describe project objectives to address the condition. Describe the local or regional food business enterprise that is planned or will be developed, improved, and/or expanded, and define local and/or regional food as the business or entity plans to employ it. Applicants should refer to the [Section 3.1](#) for definitions and parameters on what constitutes a local and regional food business enterprise and local and regional food—the definition cannot exceed these parameters.

**Work Plan, Resources, and Timeline Requirements:** List and describe each planned activity (scope of work) including how it relates to the project objectives, a timeline for completion, resources required to complete each activity, and milestones for assessing progress for each activity. Identify who will do the work, including if collaborative arrangements or subcontractors will be used.

**Expected Outcomes and Intended Beneficiaries:** Describe what results will be observed, the intended beneficiaries, and how the benefits will be evaluated while in progress and upon conclusion. Describe expected measurable outcomes of planning, developing, improving, and/or expanding the local or regional food business enterprise, using both quantitative and qualitative metrics to demonstrate how the project will assess impact on intended beneficiaries to include but not limited to the following baseline metrics:

- Number of direct and indirect jobs retained and created.
- Number of markets expanded and/or new markets established, or expansion of the consumer base served.
- Dollar amount and percentage change in market sales.
- Number of farmer/producer beneficiaries.

**Outreach:** Provide a plan for disseminating project results electronically and in person to the target audience, stakeholders, and interested parties beyond those directly served by the project. Describe a means of collecting feedback on the results and how outreach can be continued beyond the term of the project.

**Budget Justification:** All applicants are required to use the “[LFPP Project Budget and Match Request](#)” form at [www.ams.usda.gov/LFPP](http://www.ams.usda.gov/LFPP). Download and complete the spreadsheet before writing the budget justification. The purpose of the budget justification is two-fold: 1) to correlate the requested budget with the purpose/goals of the project, and 2) to demonstrate the requested budget is both reasonable and adequate for the proposed project. Matching funds listed in the budget form and explained in the budget justification

will only be allowable if such funds are accompanied by “Verification Letter(s) of Matching Funds” submitted with the application.

**Project Planning, Implementation and Priority Areas:**

Applicant Business or Organization Location(s): All applicants must provide the name, street address (no P.O. boxes), city, state, and zip code of the applicant’s business or organization. This should not include markets, consumers, or communities served by the business or organization.

Only applicants who choose to be considered under the Program priority area are required to provide their census tract(s) in Section 14b. If your organization or business is located in and/or primarily serves at least one low income-low access community (as defined by one of the four major map layers on the [ERS Food Access Research Atlas map](#)), your application will be considered under this priority area. Additionally, priority consideration will be given to high-scoring applications submitted by eligible applicants in partnership with [Promise Zone Lead Applicant Organizations](#).

- For Planning Grant Applicants: To be considered a priority area, the applicant must involve at least one low income-low access community in the planning process. Provide the address, contact information and [census tract](#) (if not a Promise Zone) of at least one community or area that the project will serve. If the project will benefit a Promise Zone, indicate the [specific Promise Zone area](#).
- For Implementation Grant Applicants: Provide the address, contact information and [census tract](#) (if not a Promise Zone) of at least one address at which the recipient will conduct or deliver approved project activity. This can include but is not limited to the locations of grocery stores, restaurants, corner stores, and institutions (such as K-12 schools, preschool, daycare facilities, universities/colleges, hospitals, community centers, religious centers, senior care facilities, daycare facilities) that will be served by the project in low income-low access area. If the project will benefit a Promise Zone, indicate the [specific Promise Zone area](#).

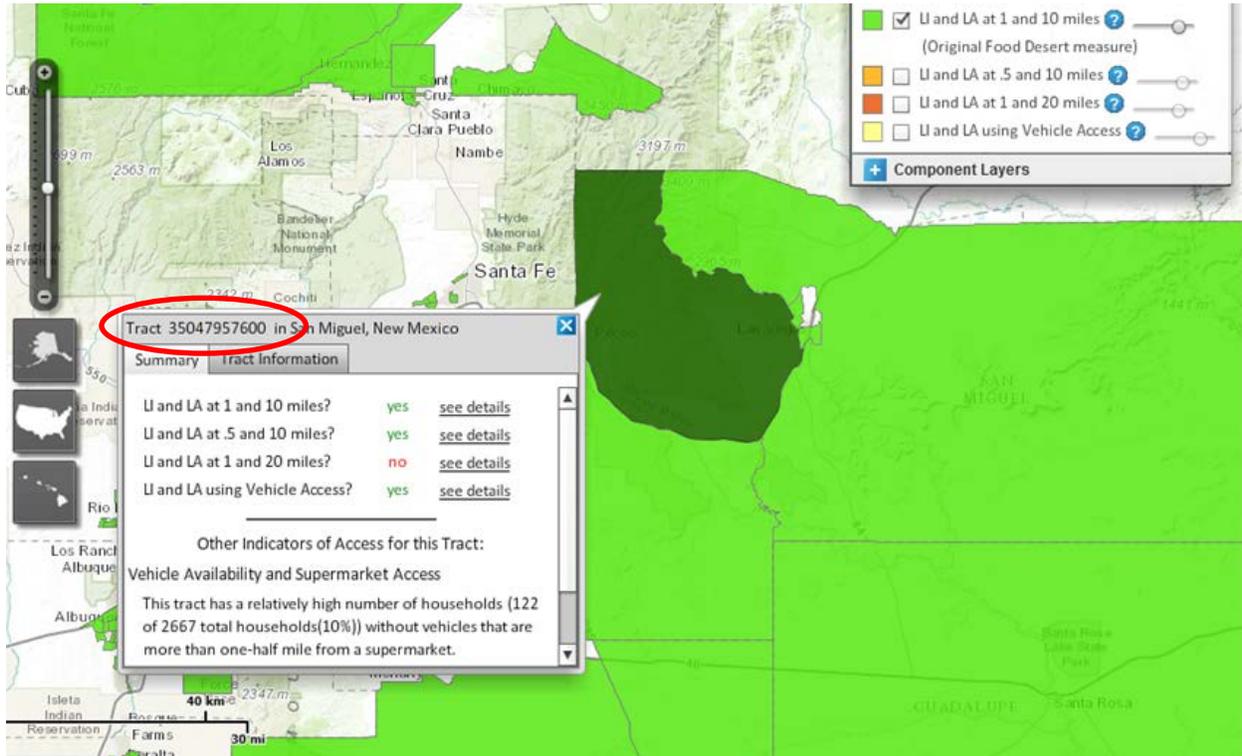
Obtain your census tract from the [ERS Food Access Research Atlas](#) (<http://www.ers.usda.gov/data-products/food-access-research-atlas.aspx>):

Once you enter the Atlas, check any of the four map layer(s) that applies to the proposal’s targeted community.



Zoom in on the map to identify your community. Clicking on your targeted area will produce the census tract and additional information about the locale. Type the census tract number in Section 14b.

In the example below, the dark green area qualifies as low income and low access, and the census tract would be 35047957600.



For eligible entities partnering with Promise Zone Lead Applicant Organizations, identify the specific Promise Zone area in which your project will be implemented and attach a letter on letterhead stationery from and signed by the Promise Zone Lead Applicant Organization that certifies the partnership. The letter must include:

- The name of the organization applying to LFPP;
- The name of the project being implemented in the Promise Zone;
- The expected benefits of the project to the Promise Zone strategy; and
- A statement expressing the nature of the partnership.

Designated urban, rural, and tribal Promise Zones areas include the following:

- San Antonio, TX (Eastside Neighborhood)
- Los Angeles, CA (Neighborhoods of Pico Union, Westlake, Koreatown, Hollywood, and East Hollywood)
- Philadelphia, PA (West Philadelphia)
- Southeastern Kentucky (Kentucky Highlands, including the following counties: Bell, Harlan, Letcher, Perry, Leslie, Clay, Knox and part of Whitley County)
- Choctaw Nation of Oklahoma (entire territory excluding Hughes County and parts of Bryan, Pittsburg, and LeFlore counties)

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#### 4.2.4 PROJECT BUDGET AND MATCHING REQUEST

LFPP requires each applicant to prepare their project budget and match request using the “[LFPP Project Budget and Match Request](#)” form at <http://www.ams.usda.gov/LFPP>. LFPP provides the following guidance to organize and complete this form. Refer to [Section 4.8](#) for additional information on allowable and unallowable costs.

**Organization Contact Information:** Enter the Project Title, Organization, Contact Person, Contact Phone and Contact E-mail.

**Budget Request:** All budget items must be itemized within the budget categories. List each item, its cost, its use, and all matching funds as line items per instructions below.

**Personnel/Contractual:** Show hourly rates and estimated number of hours or annual salary and percentage of time to be spent on the project by each project participant. For contractors, list the general categories of services the contract covers (e.g., type of professional services, travel, lodging, administrative expenses, etc.).

**Equipment:** Indicate anticipated purchases of equipment. List separately each item of equipment, its cost and use. Equipment means any tangible, nonexpendable, personal property, including exempt property charged directly to the grant having: (1) a useful life of more than 1 year, and (2) an acquisition cost of \$5,000 or more per unit (7 CFR 3016.3 and 7 CFR 3019.2).

Where appropriate, LFPP encourages the use of technologies such as webinars, teleconferencing, or videoconferencing and use of no-cost conference rooms as an alternative to renting a building or a room.

**Travel:** Indicate the details and purpose of each trip and the anticipated travel expenses. For personal car, mileage is reimbursable at the current General Services Administration's privately owned vehicle (POV) rate.

**Supplies:** Provide an estimate of supply expenditures. List each supply category separately, its cost and use. Supplies means any tangible personal property other than equipment (as defined above), excluding debt instruments and inventions (defined in 7 CFR 3019.2(hh)).

**Other:** Provide a detailed, itemized list of projected expenditures, their cost and use. "Other items" means any item not fitting into the personnel, contractual, equipment, travel, and supplies categories explained above (e.g., rentals, survey respondent incentives).

**Indirect Costs:** Indirect costs may not exceed 10 percent of the direct costs. (Refer to [Section 4.7.](#)) Indirect costs may be listed under "Requested Federal Funds" and/or "Matching Contributions." To calculate the allowed 10%, use the formula:

$$\text{Projected Direct Costs (\$) multiplied by Maximum Indirect Costs Allowed (\%)} \\ = \text{Highest Possible Indirect Costs}$$

$$\text{Example: } \$120,000 * 10\% = \$12,000$$

Using this formula and based on this example, an applicant who has \$120,000 in direct costs could have up to \$12,000 in indirect costs as either "Requested Federal Funds" or "Matching Contributions."

**Matching Funds:** Matching funds are required in the form of cash or an in-kind contribution in an amount equal to 25 percent of the total cost of the project.

All matching funds require a line item. Include all matching fund contributions from the applicant and/or third parties in the "Matching Funds" worksheet. If necessary, additional columns can be added to fully identify all parties providing matching fund contributions.

To calculate the required 25% match, use the following formula:

$$\text{Step 1: Requested Federal Funds (\$) divided by Federal Share (\%)} = \text{Total Project Cost}$$

$$\text{Example: } \$100,000 / 75\% = \$133,333$$

$$\text{Step 2: Total Project Cost (\$) minus Requested Federal Funds (\$)} = \text{Applicant Match}$$

$$\text{Example: } \$133,333 - \$100,000 = \$33,333$$

Using this formula and based on this example, an applicant requesting \$100,000 in LFPP funds will be required to provide matching funds in the amount of \$33,333, which is 25 percent of the total cost of the project.

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#### 4.2.5 MATCHING REQUIREMENT

Matching funds are required in the form of cash or an in-kind contribution in an amount equal to 25 percent of the total cost of the project. [See Section 4.2.4.](#)

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#### 4.2.6 GENERAL TERMS

All matching contributions must be committed or in place when the proposal is submitted to LFPP. Matching funds that are expected or anticipated to be awarded by the time the project commences cannot be counted toward the matching requirement.

Indicating more than the required 25 percent match will not convey any advantage to the application in terms of evaluation and scoring during the review process.

The time of unspecified individuals or groups to participate is not an acceptable match. For example, time and travel expenses of producers who will attend trainings or conferences are not an acceptable match. For additional information on what constitutes a legitimate match, applicants should review the [Section 4.2.4](#) and [Section 4.8](#). For information on how to calculate the match, refer to [Section 4.2.4](#).

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#### 4.2.7 VERIFICATION LETTER(S) OF MATCHING FUNDS

Written verification of commitment from each third party who will contribute cash and/or in-kind matching non-Federal resources to the project is required. Acceptable written verification is in the form of a letter on organization letterhead, and may be addressed to the applicant or to the LFPP Program Manager.

Letters must accompany the proposal at the time of application. Unsigned letters and e-mail messages in lieu of a letter will not be accepted.

Clearly indicate at the top of the letter that it is a MATCH letter. Letters of verification must include:

- Organization name, name and title of letter writer, address, telephone number and e-mail address.
- Project title and a reference to FY 2014 LFPP.
- Total dollar amount of cash contribution and/or a description of the in-kind contribution. For example, if the in-kind contribution is personnel time, include name, title, total dollar amount and an indication of number of hours, percent of salary or FTEs the dollar amount represents.
- Timing and duration of the commitment for the match.

### 4.3 DISQUALIFICATIONS—REJECTION OF SUBMITTED APPLICATION

Your proposal will be rejected if it:

- Is received after the submission deadline;
- Is incomplete (required forms include the SF-424, the LFPP Project Narrative Form, and the LFPP Budget and Matching Request);
- Does not follow the requirements for formatting, length, and submission.

You must also provide written proof of eligibility indicating that any contractors and subgrantees are not debarred. This must be verified through the Excluded Parties List System ([www.SAM.gov](http://www.SAM.gov)) using the individual or organization's EIN (employer identification number). If the organization is to receive \$25,000 or more in LFPP grant funds, provide: 1) proof of registration with SAM.gov, and 2) a valid DUNS number.

An application will be rejected (after submission or prior to award) if LFPP receives information that:

- A (potential or past) AMS recipient has not fulfilled all the terms and conditions of a previous grant award;
- Indicates fraud or mismanagement of Federal funds by an organization;
- Indicates funding of the same project work by another organization;
- Critical resources and infrastructure documentation is incomplete or missing;
- An organization is found to be ineligible for an award;
- The application is materially misleading or incorrect.

### 4.4 APPLICATION SUBMISSION CHECKLIST

All documents must be submitted via Grants.gov.

- Form SF-424 (completed via Grants.gov)
- Form SF-424B (completed via Grants.gov)

Grants.gov SF-424 (#15) Attachments. Grants.gov only contains forms SF-424 and SF-424B. The following documents must be prepared outside of Grants.gov, then uploaded under number of the SF-424 item #15. Click on “Add Attachments” and follow the instructions on the form:

- LFPP Grant Narrative
- LFPP Budget and Matching Request
- Evidence of Contractor/Sub-awardee DUNS number (refer to [Section 6.2.2](#)) and SAM registration (refer to [Section 6.2.3](#))
- Evidence of Contractor and Subawardee’s Debarment Status
- Verification Letter(s) of Matching Funds
- Supporting Documents

Upload these documents in the order listed above through Grants.gov.

#### 4.5 ELECTRONIC SUBMISSION

LFPP applicants must submit their application electronically via <http://www.Grants.gov> by 11:59 p.m. Eastern Time on June 20, 2014. AMS will not accept applications/proposals or supporting documents via facsimile, electronic mail, courier delivery, or postal delivery. No extensions past the deadline will be considered.

Applicants must be registered with <http://www.SAM.gov> and <http://www.Grants.gov> prior to submitting a completed application package. The registration processes can take at least 5 weeks. Forms may be downloaded via [www.ams.usda.gov/LFPP](http://www.ams.usda.gov/LFPP) and prepared while completing the registration processes.

For information on how to apply via [www.Grants.gov](http://www.Grants.gov), click “Applicants” and “Apply for Grants”. Applicants experiencing problems in submission of documentation should e-mail [support@grants.gov](mailto:support@grants.gov), or telephone the Contact Center at 1-800-518-4726. The hours of operation are Monday–Friday, 7 a.m. to 9 p.m., Eastern Time. The Contact Center is closed on Federal Holidays. Keep a record of any correspondence with Grants.gov, including any ID or case number provided.

- Grants.gov Confirmation: [Grants.gov](http://www.Grants.gov) will send two e-mails to the representative listed in the LFPP application. The first will contain the Submission Receipt Number, which indicates that Grants.gov registered receipt of the application package. The second will contain the Submission Validation Receipt, which indicates that Grants.gov has accepted the application package and validated that the required electronic forms are included. It may take up to 48 hours to receive the Submission Validation Receipt, which is the proof of a completed submission. Applicants are urged to keep this timeline in mind when submitting applications.

- Application Review After Grants.gov Submission Validation: After application validation by [Grants.gov](https://www.grants.gov), LFPP staff will review each application. Incomplete applications will not be considered for review and funding through LFPP.

#### 4.6 INTERGOVERNMENTAL REVIEW (SPOCLIST)—EXECUTIVE ORDER 12372

LFPP is eligible for coverage under [Executive Order 12372](https://www.whitehouse.gov/presidential-action/intergovernmental-review-federal-programs), “Intergovernmental Review of Federal Programs.” Under this order, States may design their own process for reviewing and commenting on proposed Federal assistance under covered programs. An applicant should consult the office or official designated as the single point of contact (SPOC) in his or her State for more information about the process the State requires to be followed in applying for assistance, and if the State has selected LFPP for review.

Applicants are encouraged to check [www.whitehouse.gov/omb/grants/spoc](https://www.whitehouse.gov/omb/grants/spoc) for contact information and to determine whether your State appears on the list. If a State does not appear on the list, it has chosen not to participate, select “15.b. Program is subject to E.O. 12372 but has not been selected by State for review.”

#### 4.7 LIMIT ON INDIRECT COSTS

*Indirect costs* (also known as “facilities and administrative costs”) are costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate where the following conditions are met:

1. Administrative or clerical services are integral to a project or activity;
2. Individuals involved can be specifically identified with the project or activity;
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency; and
4. The costs are not also recovered as indirect costs.

The following table includes typical indirect costs for specific types of organizations.

Type of Organization	Typical Indirect Costs
Non-Profits	General administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting, depreciation or use allowances on buildings and equipment, and the costs of operating and maintaining facilities.
Colleges and Universities	Equipment and capital improvements, operation and maintenance expenses, library expenses, general administration and general expenses, departmental administration, sponsored projects administration, student administration and services, depreciation and use allowances, and interest on debt associated with certain buildings.
State and Local Governments	State/local central service costs, general administration of the recipient department or agency, accounting and personnel services performed within the recipient department or agency, depreciation or use allowances on buildings and equipment, and the costs of operating and maintaining facilities.
For-Profit Organizations	No costs provided under direct, costs grouped as benefiting intermediate and final cost objectives in pro rata share, and costs allocable during a base period.

**4.8 ALLOWABLE AND UNALLOWABLE COSTS AND ACTIVITIES**

Allowable cost should be reasonable, allocable and allowable under Federal Cost Principles and in agreement with the purpose LFPP. All costs should relate to the budget, and tie directly to project activities, and impact. Costs should be associated with quantitative and qualitative metrics as proposed in the project narrative.

The following list describes allowable and unallowable costs with specific restrictions under the LFPP. This section is not intended to be all-inclusive; LFPP applicants that have questions should contact LFPP staff.

Allowable Costs and Activities with Conditions:

- Entertainment costs must be project-related and approved by LFPP at the time of award.
- Special purpose equipment is tangible personal property having a useful life of more than one year, a per-unit acquisition cost that equals or exceeds \$5,000, and is used only for research, scientific, or other technical activities. “Acquisition cost” means the net invoice price of the equipment including the cost of any modifications,

attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it was acquired. May include food trucks and mobile markets. Recipients and sub recipients purchasing any special purpose equipment are encouraged to use such funds to purchase only American-made equipment or products.

- If the special purpose equipment has a per-unit fair market value of \$5,000 or more, and the equipment is no longer needed for the original project or program or for other activities currently or previously sponsored by the Federal government it may be sold or retained. If the equipment and/or supplies are sold, the federal government shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the Federal share of the equipment. For further disposition instructions and forms, contact the LFPP.
- Vehicle and equipment lease or rental with an acquisition costs that equals or exceeds \$5,000. Rates should be in light of such factors as: rental costs of comparable vehicle, equipment, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the vehicle or equipment leased.

#### Unallowable Costs and Activities:

- Alcoholic beverages.
- Airfare costs in excess of the customary standard commercial airfare (coach or equivalent), Federal Government contract airfare, or the lowest commercial discount airfare.
- Bad debts, including losses (whether actual or estimated) arising from uncollectable accounts and other claims, related collection costs, and related legal costs.
- Capital expenditures for the acquisition of buildings, facilities, or land or to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations of an existing building or facility (including site grading and improvement, and architecture fees). This may also include the purchase of construction materials wood, nails, concrete, gravel, sand, paint, insulation, drywall, or plumbing.
  - “Buildings and facilities” refer to any permanent structure designed or intended for support, enclosure, shelter or protection of person, animals or property having a permanent roof supported by columns or walls.
- Business meal(s) (lunch and dinner) costs may not be charged as project costs unless the recipient justifies that to do otherwise would impose arduous conditions on the continuity of a meeting and its participants. Breakfasts for conference

attendees are usually considered unallowable as it is expected that individuals will have sufficient time to dine on their own before the conference begins.

- Contributions to a contingency reserve or any similar provision (rainy day funds) made for events that cannot be predicted with certainty as to time, intensity, or with an assurance of their happening.
- Contributions or donations, including cash, property, and services, made by the recipient, regardless of the recipient costs, which lie outside the scope of the approved project(s) and any amendments thereto.
- Costs incurred after the expiration of the grant award period, including no-cost extensions of time.
- Costs of goods or services for personal use of the unit's employees regardless of whether the cost is reported as taxable income to the employees.
- Costs of investment counsel and staff and similar expenses incurred to enhance income from investments.
- Development or participation in lobbying activities including costs of membership in organizations substantially engaged in lobbying.
- Development or participation in political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).
- Fundraising including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions, regardless of the purpose for which the funds will be used. This includes salaries of personnel involved in activities to raise capital.
- Reimbursement for donated or volunteered services by professional and technical personnel, consultants, and other skilled and unskilled labor.
- Indirect costs in excess of 10 percent; this limitation also applies to any subcontracts under the funded award.
- International travel and other related expenses.
- Specific organizational entertainment costs, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities), regardless of their apparent relationship to project objectives.
- Funds to be used towards travel costs for AMS LFPP employees.
- Re-granting of LFPP funds to the public or sub recipients.

## 5.0 APPLICATION REVIEW INFORMATION

### 5.1 PROJECT EVALUATION CRITERIA

Each application will be reviewed competitively using the following criteria and scoring:

1. **Purpose (20 points):** The proposal meets the objectives of the Local Food Promotion Program as outlined by the 2014 Farm Bill, fills a clear need in the indicated locality/region, and will serve the intended beneficiaries.
2. **Approach (25 points):** The project proposal work plan is well-written and clearly delineates how the work will meet the intended goals and objectives, and successfully assist its beneficiaries. Project personnel demonstrate appropriate qualifications, knowledge and experience necessary to carry out the project. Partnerships are appropriate and reliable to accomplish and accentuate the work and are documented with letters of support.
3. **Budget (20 points):** All budget items, both grant and match, are allowable, reasonable and clearly described, and all items clearly correlate with the purpose and goals of the project. All letters of support/verification are provided. Needed infrastructure that will not be paid by the grant is in place.
4. **Impact (20 points):** The proposal clearly describes expected outcomes, the intended beneficiaries, and how it will be evaluated while in progress and upon conclusion. Both quantitative and qualitative metrics are described to demonstrate how the project will assess impact on intended beneficiaries to include, but not be limited to, the following baseline metrics:
  - Number of direct and indirect jobs retained and created;
  - Number of markets expanded and new markets established;
  - Dollar amount and percentage change in market sales;
  - Number of farmer/producer beneficiaries.
5. **Outreach (15 points):** The proposal outlines a plan to disseminate project results electronically and in person to the target audience, stakeholders, and interested parties beyond those directly served by the project. A means of collecting feedback on the results is included. Outreach can be expected to continue beyond the term of the project.

### 5.2 REVIEW AND SELECTION PROCESS

Each LFPP application (project), i.e., the proposal narrative, budget, verification letter(s), critical resources and infrastructure, and supporting documentation, is evaluated by peer

reviewers. To eliminate bias, AMS provides reviewers with projects that are not in their geographic area or associated with their business in any way. Each reviewer also signs a 1) conflict of interest and confidentiality agreements to ensure that there is no conflict of interest with any of the applications that they were assigned, and 2) declaration of intent agreement that indicates they did not apply for an LFPP grant or have any relationship to an applicant this program year. The reviewers are not permitted to apply for LFPP grant funds, or receive financial benefit from any submitted application during the year they will be serving on the review panel.

Selected peer reviewers will have a diverse expertise, representing agricultural businesses, cooperatives, producer networks, producer associations, CSA networks and associations, local governments, non-profit corporations, public benefit corporations, economic development corporations, regional farmers market authorities and tribal governments, and others with knowledge of non-direct-to-consumer marketing activities.

Proposals are reviewed and evaluated by a team of subject-matter specialists using instructions prepared by LFPP staff in consultation with AMS officials. Individual reviewers evaluate and score their assigned proposals and then confer with other team members to derive a consensus score, which serves as the basis for awarding and allocating LFPP grant funds. The consensus review focuses on strengths, weaknesses and suggestions which are shared with unsuccessful applicants after the awards have been announced.

## **6.0 AWARD ADMINISTRATION INFORMATION**

LFPP is a competitive grant program; award decisions are final. Within the limit of funds available for the purpose of this program, LFPP will make grants to responsible, eligible and deserving applicants under the procedures set forth in this solicitation.

Note that the project need not be initiated on the grant's effective date, but as soon as possible thereafter to achieve project goals within the funded project period. All funds granted by LFPP under this solicitation must be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, the USDA's assistance regulations (parts 3015 and 3016 of 7 CFR), and this Announcement.

### **6.1 AWARD NOTICE**

Once all administrative and programmatic issues have been resolved, a formal notification in the form of a Grant Agreement will be provided to the applicant organization in an electronic format by AMS. Additional information concerning the award notices can be found herein and through the LFPP General Terms and Conditions.

After final decisions have been announced, a summary that briefly provides team score and written criteria comments of the unfunded application will be sent to the applicant

Authorized Representative. The application feedback information will not include team notes or the identities of the reviewers.

## 6.2 ADMINISTRATION REQUIREMENTS AND NATIONAL POLICY REQUIREMENTS

### 6.2.1 USDA ADMINISTRATIVE REQUIREMENTS

LFPP awards are subject to USDA Administrative Requirements, which can be found in 7 CFR Parts 3015, 3016, and 3019 and the terms and conditions implemented herein and through the LFPP General Terms and Conditions.

In accepting an award, the recipient assumes legal, financial, administrative, and programmatic responsibility for administering the award in accordance with the terms and conditions of the award, as well as applicable laws, rules, regulations, and Executive Orders governing USDA assistance awards, all of which are incorporated into this award by reference. Failure to comply with these requirements may result in suspension or termination of the award and/or LFPP's recovery of award funds.

### 6.2.2 DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

A Data Universal Number System (DUNS) number is a unique number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify organizations. All applicants and subapplicants that are a State, local government or Indian tribe governmental organization; a foreign public entity; a domestic or foreign nonprofit organization; a domestic or foreign for-profit organization; and a Federal agency, but only as a subapplicant under an award or subaward to a non-Federal entity, must have a DUNS number at the time of application to be considered for a grant agreement. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S. Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select option 2, then option 1)

Monday-Friday 7 a.m. to 8 p.m., CST

This requirement applies to all contracts and subawards greater than \$25,000 made with LFPP funds. All subcontractors and subawards must also be reported by the LFPP recipient in the Federal Funding Accountability and Transparency Act (FFATA) Subaward Report.

### 6.2.3 SYSTEM FOR AWARD MANAGEMENT (SAM)

The System for Award Management (SAM) has replaced the Central Contractor Registration (CCR) as the central government repository for organizations working with the Federal government. To receive an award under LFPP, applicants are required to

register with SAM and, in doing so, to designate an e-Business Point of Contact (e-Business POC). SAM registration must be updated annually and be active and maintained with current information at all times during which a recipient has an active award or an application under consideration.

The e-Business POC authorizes individuals to submit grant and cooperative agreement applications on behalf of the organization and creates a special password called a Marketing Partner ID Number (M-PIN) to verify individuals authorized to submit grant applications for the organization.

Organizations that need to register will visit <https://www.sam.gov> whereas those organizations that already have a CCR registration will visit the SAM website and should note the following:

- You will create a new SAM User ID and Password.
- Your CCR permissions will be verified via your e-mail account.
- Your CCR registration information (Entity Information) will be waiting for you in SAM.

For SAM Customer Service, contact the Federal Service Desk at [www.fsd.gov](http://www.fsd.gov) or call 866-606-8220 between the hours of 8am and 8pm Eastern Time.

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#### 6.2.4 DEBARMENT AND SUSPENSION

Organizations or individuals that are suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by any Federal department or agency cannot, during the period of suspension, debarment, or exclusion, receive USDA grants or be paid from USDA grant funds, whether under an award, subaward, or contract. Charges made to USDA grants for such individuals (e.g., salary) are unallowable. Regulations published in 2 CFR Part 180, as adopted and supplemented by USDA at 2 CFR Part 417; describe the government-wide debarment and suspension requirements.

All LFPP applicants are required to disclose if any of the following conditions apply to them or their principals, including the Grantee Project Coordinator and other key grant management personnel:

- Within the 3-year period preceding the application, the applicant or its principals have been convicted of, or had a civil judgment rendered against them, for:
  - Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction;
  - Violation of a Federal or State antitrust statute;

- Embezzlement, theft, forgery, bribery, falsification, or destruction of records;
- False statements or receipt of stolen property.
- The applicant or its principals are presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated above.
- Within a 3-year period preceding the application, the applicant or its principals have had any public transaction (Federal, State, or local) terminated for cause or default.

Disclosure of unfavorable information by a sub-applicant should be reported to the LFPP applicant. LFPP applicants must disclose the unfavorable information to LFPP at which point staff will consider the information as part of the determination of whether the applicant may award funds to that particular sub-applicant.

In addition to reviewing any information submitted by the applicant, the determination must be made by the LFPP applicant as to whether the sub-applicant is excluded from receiving Federal funds on the SAM website at [www.sam.gov](http://www.sam.gov) and must document the results.

A variety of “lower-tier” transactions also are subject to these requirements. Contracts (including individual consultants) under grants (where the contract requires the provision of goods or services that will equal or exceed \$25,000) and all subawards also are subject to these suspension and debarment rules. A grantee is required to comply with the requirements of 2 CFR Part 180.300 through 180.365 as a condition of its award from the Federal Awarding Agency. The grantee must include a requirement in any covered transaction at the next lower tier to comply with those same regulatory provisions. One of those provisions is that, before entering into a covered transaction, the grantee or lower-tier participant must verify that the entity is not suspended or debarred or otherwise excluded. This verification may be accomplished by checking SAM at [www.sam.gov](http://www.sam.gov), collecting a certification from the organization or individual, or adding a clause or condition to the covered transaction with that entity.

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#### 6.2.5 DELINQUENCY ON FEDERAL DEBT

Any organization or individual that is indebted to the United States, and has a judgment lien filed against it for a debt to the United States, is ineligible to receive a Federal grant. Applicants are required to indicate in their applications (on the [SF-424 “Application for Federal Assistance”](#)) if they are delinquent on any Federal debt. **If the applicant discloses a delinquency, the AMS, LFPP will not award the grant.** LFPP reserves the right to withhold the award until the debt is satisfied or satisfactory arrangements are made with the agency to which the debt is owed.

Anyone who has been judged to be in default on a Federal debt and who has had a judgment lien filed against him or her should not be listed as a participant in an application for a LFPP grant until the judgment is paid in full or is otherwise satisfied. No funds may be budgeted following an award to pay such an individual. The Federal Agency will disallow costs charged to awards that provide funds to individuals in violation of this requirement.

### 6.3 ACCEPTANCE OF AN AWARD

A signature by an authorized representative from the organization on the Grant Agreement constitutes acceptance of an award and its associated terms and conditions. LFPP must receive a scanned or faxed copy of the signed Grant Agreement. If a recipient cannot accept the award, including the legal obligation to perform in accordance with award terms and conditions, the recipient should notify the Federal Agency Project Manager immediately upon receipt of the Grant Agreement. Once the recipient accepts the award, the contents of the Grant Agreement are binding on the recipient.

### 6.4 REPORTING

Recipients are required to submit midterm and final performance reports. The following reports are due within 90 days following the grant ending date:

1. Final Performance Report
2. Final Payment Request (SF-270), if applicable
3. Final SF-425, "Federal Financial Report" and if applicable, payment of unobligated balance
4. Audit Report, if applicable
5. Tangible Personal Property Report, if applicable

The recipient should submit the reports to LFPP electronically as required in the LFPP General Award Terms and Conditions. All recipients will receive training regarding the reporting, quantitative and qualitative metrics, project, and other requirements.

## 7.0 PROGRAM CONTACTS

Applicants and other interested parties are encouraged to contact the LFPP Staff by e-mail at [USDALFPPQuestions@ams.usda.gov](mailto:USDALFPPQuestions@ams.usda.gov) or by phone 202-720-2731.

**LFPP Program Manager:**

Nicole Nelson Miller

**LFPP Grant Specialists:**

Velma Lakins, Samantha Schaffstall

**Mailing Address:**

Local Food Promotion Program  
USDA, Agricultural Marketing Service  
1400 Independence Avenue, SW  
Room 4534-South Building, Mail Stop 0269  
Washington, DC 20250-0269

**Website address:**

<http://www.ams.usda.gov/LFPP>

## 8.0 OTHER INFORMATION

### 8.1 RELEASE OF APPLICATION INFORMATION

The Freedom of Information Act (FOIA) of 1966 ([5 U.S.C. 552](#)) and the Privacy Act of 1974 ([5 U.S.C. 552a](#)), as implemented by USDA's regulations ([7 CFR part 1, Subpart A](#)) govern the release or withholding of information to the public in connection with this award. The release of information under these laws and regulations applies only to records held by AMS and imposes no requirement on the recipient or any subrecipient to permit or deny public access to their records.

Direct requests for records or the release of information relating to this award to:

**USDA, Agricultural Marketing Service**

FOIA/PA Officer

Room 3521-S, Mail Stop 0202

1400 Independence Ave., SW

Washington, DC 20250-0202

Telephone: (202) 720-2498

Fax: (202) 690-3767

E-mail: [AMS.FOIA@usda.gov](mailto:AMS.FOIA@usda.gov)

## 8.2 EQUAL OPPORTUNITY STATEMENT

The USDA prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program.

Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination:

Write to:

USDA, Assistant Secretary for Civil Rights  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, S.W., Stop 9410  
Washington, DC 20250-9410

Or call toll-free:

English: (866) 632-9992  
TTD: (800) 877-8339  
English Federal-relay: (866) 377-8642  
Spanish Federal-relay: (800) 845-6136.

USDA is an equal opportunity provider and employer.

## 8.3 LFPP FORMS, WEBINARS AND FREQUENTLY ASKED QUESTIONS

The following are available via the LFPP website at [www.ams.usda.gov/LFPP](http://www.ams.usda.gov/LFPP):

- LFPP Application Forms:
  - LFPP Grant Narrative
  - LFPP Budget and Matching Request
- Webinars about registering with Grants.gov
- Information about how to apply for LFPP grants, and other funding opportunities.
- Additional LFPP program information.